

# Management Reports

## Policy Compliance

# On a Plane – reports 1711 / 1712

Point out layout by corporation by departure date

Shows all travel information including Class – can easily use report to reschedule traveler if needed

Reason Codes (Fare Codes) – reports 133 / 145 / 321

Report 133 – Detail w/ segments – easily filtered by reason code

Report 145 – Detail w/o segments – page break per reason code – easily filtered by reason code

Report 321 – Summary by reason code – easily filtered by reason code, corporation

## Environmental

CO<sub>2</sub> Reports– reports 782 /1169

Miles or Kilometers

Point out layout by short haul / medium haul / long haul – definition of hauls at the bottom of report

Insurance – reports 1564 / 81

Report 1564 – Summary with Region and Country – easily filtered by international/domestic and by corporation

Report 81 – Detail by Traveler – easily filtered by international/domestic and by corporation

## Crisis Management

Arrival / Departure Reports– reports 105/106

Air only reports – by date/city/time

Total Paid (Ticket Cost) not provided on this report

Filter by arrival or departure date

Real Time Where Are My Travelers – report 1029

Shows All Travel Types – shows all segments of travel, even if completed prior to dates

Use 'On The Road' for date filter

Great for information on Future Travel

## Account Management

Summary Reports – 719/653

Filter by client – good for quick overview for Account Manager

Expanded Summary – report 935

All Travel Types with Year over Year Comparison

## QC Reports

Agent QC Report – report 633

Reports if an agent appears more than once on Commission tab

Service Fee QC Report – report 822

If Air ticket and no Service Fee on invoice then it shows on the report

Does not know if it is a split ticket

Vendors QC Report – Report 1141

Reviews Vendor Profiles and compares fields – provides list of what the system 'suspects' is a duplicate profile

Grasp Data – Data QC Report – Report 1257

Excel data only report – Three QC tabs and 2 Look-up Tables

Refund Report – Report 1426 – Detail Report

Void Report – Report 185 – Detail Report

Exchange Report – Report 303 – Detail Report

Hotel Chain Code – Report 8170 – Detail Report of Hotel Names with missing Chain Code

## Usage Reports

User Login Information – Reports 179/1635

Print My Invoice – report 1610/1611

Report 1610 – Detail Report

Report 1611 – Summary Report

Batch Detail – Report 930

Provides information on who is on batch and when it ran

## Global vs Non-Global Report Names

Global Reports Different from Non-Global by

1. Dates listed as DD/MM/YY
2. No Currency Symbols
3. Use of Currency Conversion